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DATE: November 20, 2018

TO: County Judge Keith Self

FROM: Cynthia Jacobson, Director of Human Resources

SUBJECT: Pre-approval for Kerry Shulman

Administrative Services is requesting pre-approval for Kerry Shulman's hire to the position of Business Process Engineer. The start date for Ms. Shulman is projected for November 27, 2018; however since there is not a November 26<sup>th</sup> court, pre-approval is needed. Her hire will appear on the attached personnel appointments agenda item on the December 3, 2018 Commissioners Court for ratification.

Signature for Pre-Approval Date